



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Insurance, Department of. Company Services.

Agency: Company Services		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	83-926	<b>PROPERTY AND CASUALTY COMPANY POLICIES</b> These records contain the policies, endorsements, rates and all correspondence relating to such filings. Also includes package policies. Arranged alphabetically by company name. Retention based on IC 27-1-22-15, (1993 Edition)	TRANSFER to the RECORDS CENTER one (1) year after the latest policy filing. DESTROY after an additional six (6) years in the RECORDS CENTER. TOTAL RETENTION: Seven (7) years after the latest policy filing.
2	83-928	<b>CREDIT LIFE AND DISABILITY POLICIES</b> This record contains filed policies, rate filings, and correspondence relating to them, pursuant to IC 27-8-4-1, et seq., 1993 Edition and 1997 Supplement. Arranged alphabetically by insurance company name. Retention based on IC 27-1-22-15, (1993 Edition).	TRANSFER to the RECORDS CENTER one (1) year after the latest filing. DESTROY after an additional six (6) years in the RECORDS CENTER. TOTAL RETENTION: Seven (7) years after the latest filing.
3	83-935	<b>HMO-HEALTH MAINTENANCE ORGANIZATION FILINGS</b> This is a record of the filings of evidence of coverage or the service agreement furnished to enrollees by the HMOs. The rates are also filed. Arranged alphabetically by company. Retention based on IC 27-1-22-15, (1993 Edition).	TRANSFER to the RECORDS CENTER one (1) year after the latest filing. TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles after an additional six (6) years in the RECORDS CENTER. TOTAL RETENTION prior to Indiana Archives transfer: Seven (7) years after the latest filing.
4	98-15	<b>LIFE INSURANCE FILINGS</b> Includes rate filings, policies and correspondence relating to them; any change in the rate filing will be accompanied by justification for the change; sickness policies are also filed here; arranged by insurance company. Retention based on IC 27-1-22-15, (1993 Edition).	TRANSFER to the RECORDS CENTER one (1) year after the latest filing. DESTROY after an additional six (6) years in the RECORDS CENTER. TOTAL RETENTION: Seven (7) years after the latest filing.
5	83-925	<b>RATING BUREAU FILES</b> Rating bureaus determine rates and make filings for property and casualty insurance; includes underwriting guidelines as well as the rates and correspondence relating to them; arranged alphabetically. Retention based on IC 27-1-22-15, (1993 Edition).	TRANSFER to the RECORDS CENTER one (1) year after the latest rating. DESTROY after an additional six (6) years in the RECORDS CENTER. TOTAL RETENTION: Seven (7) years after the latest rating.
6	83-929	<b>WORKMEN'S COMPENSATION FILES AND DEVIATION FILES</b> The rating bureau makes filings of rates and policies for workmen's compensation; the insurance company sends in any deviations from those rates. IC 27-7-2.	DESTROY when outdated or replaced.
7	83-931	<b>ADMINISTRATOR'S FILE</b> Entities that administer benefits for an employer, i.e., collect premiums, pay claims, keep statistics. Includes application for certificate of registration (fee involved), biographical affidavits for each officer, by-laws, financial statements, etc.; once a company is registered, each year file would also include renewal application (fee involved) and updated financial statements and copies of fee receipts (original in administrative section). IC 27-1-5.	DESTROY renewal applications, financial statements and receipts, after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges, and when outdated or replaced. TRANSFER entire file to the Indiana Archives, for weeding when company discontinues business in Indiana and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
8	83-932	<b>ADMINISTRATOR'S CARD FILE</b> Lists company, contact person, application and renewal data, tracking data; arranged alphabetically by company.	TRANSFER to Indiana Archives, upon termination of the Certification of Administrators.
9	83-933	<b>ADMINISTRATOR'S APPLICATION LOG</b> Lists date of application for certificate of registration, company, tracking data, license date, results of hearing if certificate is denied; chronological.	DESTROY upon termination of the Certification of Administrators.
10	83-934	<b>ADMINISTRATOR'S CERTIFICATE LOG</b> Lists certificate number, date issued and name of company.	DESTROY when companies on the log are no longer registered.

11	83-936	<b>HMO CARD FILE</b> Lists company, contact person, president of company, date application received, license date, and reason if license not issued; arranged alphabetically by company.	TRANSFER to the Indiana Archives, upon termination of the HMO licensing.
12	83-937	<b>HMO LOG</b> Lists date of application for license, company, tracking data, license date, results of hearing if license denied; chronological.	DESTROY upon termination of the HMO licensing.
13	98-06A	<b>CLAIM FILES [98-06 A]</b> Each claim is assigned an individual claim number and typically contains copies of claim checks, all correspondence and investigative reports. Twenty-six (26) Indiana counties may now purchase mine subsidence insurance. Retention based on IC 34-4-16-1.1, (1997 Supplement).	TRANSFER to the RECORDS CENTER two (2) years after the claim settlement and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional eight (8) years in the RECORDS CENTER. TOTAL RETENTION: Ten (10) years after the claim settlement and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
14	98-16	<b>ACCIDENT AND HEALTH FILING</b> Typical file contains all the policies, endorsements, rates and correspondence relating to them. Arranged alphabetically by insurance company. Retention based on IC 27-1-22-15, (1993 Edition).	TRANSFER to the RECORDS CENTER one (1) year after the latest filing. DESTROY after an additional six (6) years in the RECORDS CENTER. TOTAL RETENTION: Seven (7) years after the latest filing.